



Virginia Vapor Recovery Program

2007 Compliance Calendar for Gasoline Dispensing Facilities

Keep this calendar for 2 years – this calendar
serves as your official record.

Transfer all 2006 receipts and submitted forms into
this calendar.



Virginia Small Business
Assistance Program

“Serving Business and the Environment”



Need More Help?

For additional information on Stage I or Stage II operations
in your area please contact:

In Northern Virginia: (703) 583-3800

In Richmond and Metro Area: (804) 527-5020

or

The Virginia Small Business Assistance Program
804-698-4394 or 1-800-592-5482 (VA State Only)

Instant Help – Try our Web Site

www.deq.virginia.gov/osba/

The Office of Small Business Assistance would like to recognize the contribution of the California Air Resources Board and the Maryland Department of Environment for the utilization of several of their photographs.

Do Not Throw Away – Keep for 2 Years



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

Street address: 629 East Main Street, Richmond, Virginia 23219

Mailing address: P.O. Box 10009, Richmond, Virginia 23240

Fax (804) 698-4500 TDD (804) 698-4021

www.deq.virginia.gov

L. Preston Bryant, Jr.
Secretary of Natural Resources

David K. Paylor
Director

(804) 698-4000
1-800-592-5482

December 15, 2006

Dear Service Station Owner/Operator:

The Virginia Small Business Assistance Program is very pleased to once again provide you with a "Compliance Calendar" for your use in complying with the Stage I and Stage II Vapor Recovery Regulations. Use the calendar as a compliance tool. If you do, we are convinced that your facility will stand an excellent chance of always being in compliance.

You should keep this calendar for two years – this calendar serves as your official record. The calendar provides a very simple way to keep all of your records in one place. Make sure you transfer all 2006 receipts and submitted forms into the pocket of this calendar.

The calendar explains the compliance requirements for the Stage I and Stage II regulations, as well as providing a place to keep all records required for compliance. It also provides information on the compliance requirements and contacts for the Underground Storage Tank (UST) Program. DEQ's Compliance Staff in both the Piedmont and Northern Virginia Regional Offices have provided invaluable input and review for this calendar, and look forward to its use by you and your peers.

Note that the back page of the 2007 calendar has a pocket where you will find blank copies of the Stage II Facility Registration and Compliance Form and a sample label for you to copy should you need to replace your weather labels on your fuel dispensers. When you submit forms or any correspondence to DEQ always provide your Registration Number and keep a copy of your letter or form in the calendar pocket for your records. We recommend that you always send correspondence "Return-Receipt-Requested." The back pocket also provides a place for you to keep purchase records/receipts for replacement parts, and your training certifications. These should also be transferred each year to the new calendar. As you use the calendar we would welcome any suggestions on how we could make the calendar better for you.

If you have any questions, please feel free to contact me for confidential assistance. I can be reached at (800) 592-5482, extension 4394.

Sincerely,

Richard G. Rasmussen

Director

Office of Small Business Assistance

DEPARTMENT OF ENVIRONMENTAL QUALITY

Regional Offices

★Valley Regional Office
P.O. Box 3000
Harrisonburg, Virginia 22801
fax (540) 574-7878
(540) 574-7800

★Northern Regional Office
13901 Crown Court
Woodbridge, Virginia 22193
fax (703) 583-3801
(703) 583-3800

● **Fredericksburg Satellite Office**
806 Westwood Office Park
Fredericksburg, VA 22401
fax (540) 899-4647
(540) 899-4600

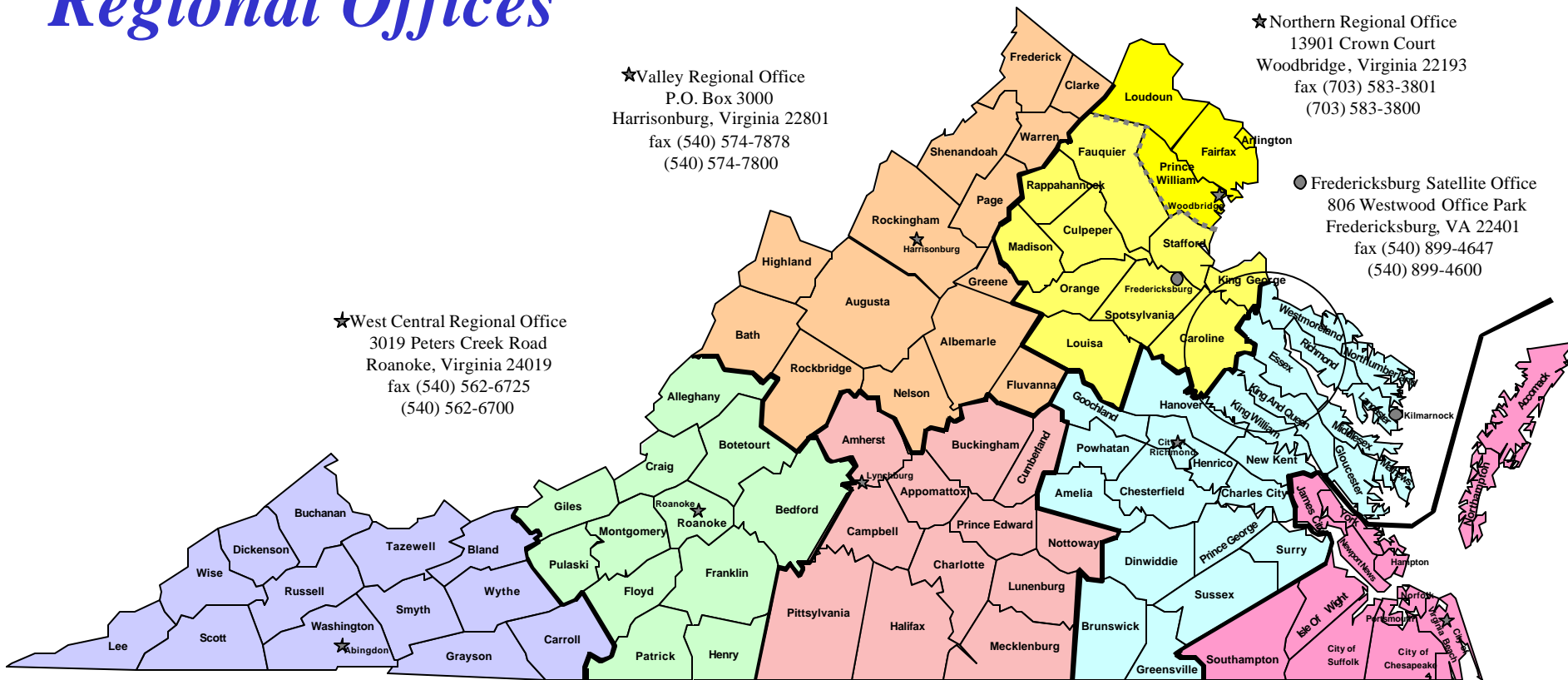
★West Central Regional Office
3019 Peters Creek Road
Roanoke, Virginia 24019
fax (540) 562-6725
(540) 562-6700

★ Southwest Regional Office
355 Deadmore St.
P.O. Box 1688
Abingdon, Virginia 24212
fax (276) 676-4899
(276) 676-4800

★South Central Regional Office
7705 Timberlake Road
Lynchburg, Virginia 24502
fax (434) 582-5125
(434) 582-5120

★ Piedmont Regional Office
4949-A Cox Road
Glen Allen, Virginia 23060
fax (804) 527-5106
(804) 527-5020

★Tidewater Regional Office
5636 Southern Blvd.
Virginia Beach, Virginia 23462
fax (757) 518-2103
(757) 518-2000



What Regulations Apply and What Do I Have to Do?

AMT, Average Monthly Throughput – the average monthly amount of gasoline pumped at a gasoline dispensing facility during the two most recent consecutive calendar years or some other two-year period which is representative of normal source operation. Downtime, such as full or significant shutdown of a facility's operation due to construction, shall not be included when calculating average monthly throughput.

ISBGM, Independent Small Business Gasoline Marketer - an exempt status from Stage II regulatory requirements. The owner has the burden to prove that he is eligible for this exemption. Any owner seeking this exemption must maintain adequate records of the station's AMT, and be able to furnish these records to DEQ upon request. In addition, an ISBGM Affidavit must be submitted to DEQ each year with a summary of the AMT.

IF	AND	THEN
Your AMT is less than 10,000 gallons and has never been 10,000 gallons or more since January 1, 1993	your station is located in Virginia	Stage I and Stage II regulatory requirements do not apply. Owners are required to maintain adequate records of AMT and furnish these records to DEQ upon request.
Your storage tank is less than 250 gallons in capacity	your station is located in Virginia	Stage I and Stage II regulatory requirements do not apply. Owners are required to maintain adequate records of AMT and furnish these records to DEQ upon request.
Your AMT is 10,000 gallons or more	**Your station is located in Arlington County, Alexandria City, Fairfax County, Fairfax City, Loudoun County, Falls Church City, Prince William County, Manassas City, Manassas Park City, Stafford County, Charles City County, Chesterfield County, Hanover County, Henrico County, Prince George County, Richmond City, Hopewell City, Colonial Heights City, Petersburg City, Roanoke County, Roanoke City, Salem City, James City County, Poquoson City, York County, Isle of Wight County, Gloucester County, Portsmouth City, Chesapeake City, Suffolk City, Hampton City, Virginia Beach City, Newport News City, Williamsburg City, or Norfolk City.	You are required to follow Stage I requirements. See Stage I Fact Sheet.
Your AMT is 10,000 gallons or more and 50,000 gallons or less , AND You, as an owner/operator, are not affiliated with a refinery	50% or more of your annual income comes from the sale of gasoline	You are exempt from Stage II regulatory requirements because you are an ISBGM. 9 VAC 5-40-5200 E-3(a) and 9 VAC 5-40-5200F-4(6)
Your AMT is 10,000 gallons or more and you are not an ISBGM	**Your station is located in Arlington County, Alexandria City, Fairfax County, Fairfax City, Loudoun County, Falls Church City, Prince William County, Manassas City, Manassas Park City, Stafford County, Chesterfield County, Hanover County, Henrico County, Colonial Heights City, Hopewell City, Richmond City, or Charles City County.	You are required to follow Stage I and Stage II requirements. See Stage I and Stage II fact sheets. 9 VAC 5-40-5200 (Rule 4-37)

****See DEQ Regional Map on previous page for a list of corresponding regional offices.**

Stage I Vapor Control System Fact Sheet for Tanks over 10,000 GAL.

Stage I Vapor Control System Requirements:

Regulation Citation: 9 VAC 5-40-5220 (E); 9 VAC 5-40-5230 (E)

1. No gasoline from any delivery truck can be transferred into a stationary storage tank unless the tank is equipped with a vapor control system. The vapor control system must be able to remove, destroy, or prevent 90% (by weight) of any discharge of gasoline vapors (volatile organic compound emissions).
2. Before gasoline can be transferred from a delivery truck to the tank the owner must ensure that the vapor control system consists of:
 - A. A submerged fill pipe.
 - B. A vapor recovery system that includes:
 1. A vapor tight return line from the storage container to the tank truck must be connected before gasoline is transferred from the truck to the tank.
 2. Any adsorption or condensation system
 3. A system that has equal to or better control efficiency – this must be approved by DEQ.
 - C. The vapor balancing system must meet the following requirements:
 1. **NO LEAKS** during loading or unloading in the tank truck's pressure vacuum relief valves and hatch covers, the truck tank, the storage tank, or vapor return lines.
 2. Pressure Relief Valves on the storage tank and the tank truck should be **set to release at no less than .7 psi** or at the highest possible pressure allowed by the National Fire Prevention Association of Standards: Standard for Tank Vehicles for Flammable and Combustible Liquids; Flammable and Combustible Liquids Code; Code for Motor Fuel Dispensing Facilities and Repair Garages. (NFPA, Batterymarch Park, Quincy Mass. ([617] 770-3000).
 3. Pressure in the vapor collection lines should not exceed the tank truck pressure relief valve settings.
 4. All loading and vapor lines must be equipped with **fittings which make vapor tight connections** and **which close when disconnected**

Recommended Daily Checklist:

Regulation Citation: Air Quality Policy 9 (AQP-9)

Spill buckets clean and dry

- Check to make sure no liquid is in the bottom of the bucket. Remove it if present. Spill buckets must be vapor tight
- Check for other foreign debris, and removed if present.

Caps locked on with gaskets in place

Make sure that the locking caps on the fill and vapor tubes are locked in place and that the gasket is in place and secure.

Fill tube not damaged, bent or loose

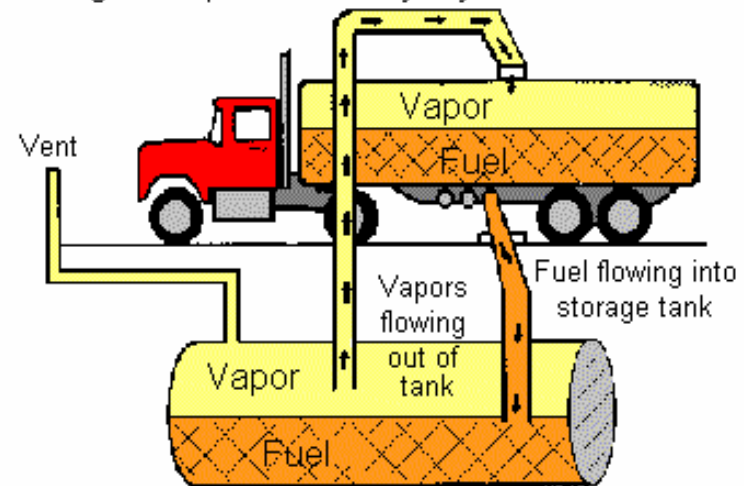
Make sure the UST fittings on the product fill tubes and vapor tubes are secure in place without any sign of damage or leaks.

Pressure Vacuum (PV) Valves installed, not damaged

- Visually inspect PV Valves to see if product vapors are escaping from the vent tubes.
- Make sure pipes are not bent or damaged, or obstructed by any objects.

Please **DO NOT SMOKE** during daily and monthly inspections!

Stage I Vapor Recovery System



Guard against static discharge during inspections!

Stage II Vapor Recovery System Fact Sheet

Stage II Vapor Recovery System Requirements

Regulation Citation: 9 VAC 5-40-5220 (F); 9 VAC 5-40-5230 (F)

1. Gasoline stations in a designated Stage II area may not pump any gasoline into a gas tank of any motor vehicle unless the transfer is made using a certified Stage II Vapor Recovery System. The Vapor Recovery System must be able to remove, destroy, or prevent discharge of at least 95% (by weight) of all gasoline vapors (volatile organic compound emissions).
2. All Stage II Vapor Recovery Systems must be approved as described in the conditions found in Air Quality Policy 9 (AQP-9), Procedures for Implementation of Regulations Covering Stage II Vapor Recovery Systems for Gasoline Dispensing Facilities.
3. AQP-9 requires Stage II Vapor Recovery Systems that use coaxial hoses and vapor check valves in the nozzle or remote vapor check valves to be certified by the California Air Resources Board. A list of approved systems is available in the appropriate DEQ Regional Office. The use of any dual vapor recovery hoses or remote check valves that would impede the performance of the required functional tests (see below) must be replaced.

Registration:

A facility owner will register the Stage II System with the appropriate DEQ Regional Office at least 90 days prior to installation of the equipment. The submittal must include the equipment specifications. Use the Facility Registration and Compliance Form. Copy in the Back Pocket.

Testing:

1. To ensure the proper functioning of the automatic shut-off mechanisms and flow prohibiting mechanisms, if applicable, the facility must perform the following tests prior to initial operation of the system and before use by the public:
 - a. Pressure decay/leak test with a vapor space tie test where applicable.
 - b. Pressure Drop vs. Flow/Liquid Blockage Test.
 - c. Ensure proper functioning of the automatic nozzle shutoff mechanisms. Alternative tests must be approved by DEQ.
2. Perform a pressure decay/leak test and a pressure drop vs. flow/liquid blockage test at least every five (5) years.

Notifications:

1. No later than 15 days after initial system testing submit the results of the test to the appropriate Regional DEQ Office.
2. Notify your DEQ Regional Office at least 2 days prior to Stage II Vapor Recovery system testing.
3. Post Operating Instruction Labels for the vapor recovery system on each gasoline pump. A sample label is included in the back pocket. The Instructions must include:
 - a. The following Statement: This gasoline dispenser is fitted with special nozzles to protect you from breathing gasoline vapors and to reduce air pollution.
 - b. A description of how to correctly dispense gasoline with the particular nozzle on the pump.
 - c. A warning that repeated attempts to pump gasoline after the system has automatically shut off may result in a spill or recirculation of gasoline.
 - d. A telephone number to report problems to the DEQ Stage II Vapor Recovery System Requirements

Stage II Vapor Recovery System Requirements

Training:

At least **one FULL TIME** facility employee must be trained and certified in the operation and maintenance of Stage II Vapor Recovery Systems. A trained facility operator can train and certify other employees. Certified training must include:

- the purpose of the vapor recovery system
- the equipment operation
- the maintenance schedules for the equipment
- how to perform daily inspections
- how to record and maintain Stage II Systems information and records.

Inspections:

1. **Daily Inspection** – perform an inspection of Stage II equipment and pumps. Daily inspections include a visual check of the condition of the nozzles and hoses and proper function of the cutoff mechanisms.
2. **Monthly Inspection** – perform the monthly inspection on the last day of the month. The monthly inspection must include the elements of the daily inspection as well as a check for the following defects:
 - a. A vapor return line that is crimped, flattened, blocked, or that has a hole or slit. Inspect breakaways and swivels.
 - b. A nozzle bellows that has a hole larger than 1/8" or a slit larger than 1/8".
 - c. A nozzle faceplate or facecone that is torn or missing more than 25% of its surface.
 - d. A nozzle without an automatic overfill control mechanism or one that is not operating properly.
 - e. A broken or malfunctioning vapor processing unit-defects of the process unit include:
 1. Leaking return line
 2. Intermittent process interruptions
 3. Low vapor pressure in the return to tank line
 4. Inoperable Stage I control, eg. pressure vacuum vent.

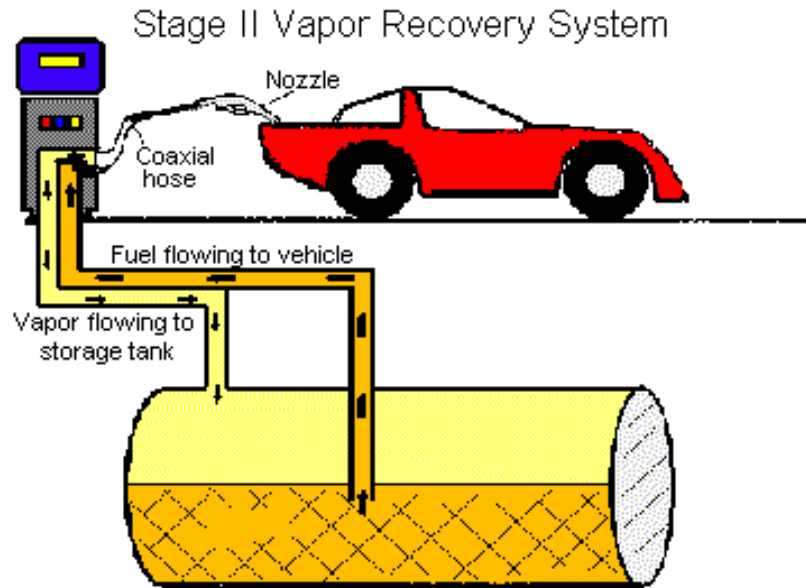
Record Keeping:

The following **records must be kept at this facility** at all times.

1. **Facility Registration and Compliance Form (FRC)** - Required to be submitted to DEQ when your Stage II Vapor Recovery System was installed. It includes information: facility's name, address, phone number, required signatures, Stage II system information and DEQ information. **If the form was not submitted, immediately complete and return the form to the appropriate DEQ Regional Office.** A Blank copy can be found in back pocket.
2. Submit an **UPDATED** Facility Registration and Compliance Form when **any** changes are made at the facility, **which change any of the information found on the form.** The change form should be submitted within 30 days of any change. Submit to the appropriate DEQ Regional Office. Keep a copy of the most current FRC form on site at all times. Additional blank forms are available upon request.
3. **Training Certificate** - Keep on file a verification of employee training, such as a certificate of attendance and training from a certified training program, or certified instructor.
4. **Inspection and Maintenance Log** - Record the results of the daily and monthly maintenance inspections. In addition, record any maintenance conducted on any part of the Stage II Vapor Recovery System. This maintenance record should include a general part description and the date repaired or replaced. **Keep all maintenance records for at least two years.**
5. **Test Results** - A copy of the **MOST RECENT** test result for the Stage II Vapor Recovery System. Common tests include, but are not limited to, Pressure Decay/Leak; Dynamic; Liquid Blockage/ Wet; Healy Line Vacuum Test; Air to Liquid/Vapor to Liquid.

Records, or a copy, must be kept on site and current. They should be kept in a file box or other easily accessible location. There is a pouch provided on the back of the calendar for keeping records. Facility employees must be aware of these requirements and know the location of the records. They must be available on request or your facility will be considered out of compliance.

Recommended Daily Inspection Check List for Stage II Dispensers



Please **DO NOT SMOKE** during daily and monthly inspections!

Guard against static discharge during inspections!

Pumps

- No signs of vapor or liquid leaks, and approved operating and warning labels are present and visible.

Nozzles:

- Spouts not bent/worn, loose, or leaking
- Vapor Recovery holes clear and unblocked
- Auto shutoff operates correctly
- Nozzle vapor guard if required by your system

Bellows: (if applicable)

- No rips, tears, or loose from nozzle, and faceplate not torn

Hoses:

- No kinks, flat spots, tears, or cuts

Breakaways:

- Secure and tight, with no signs of leaks

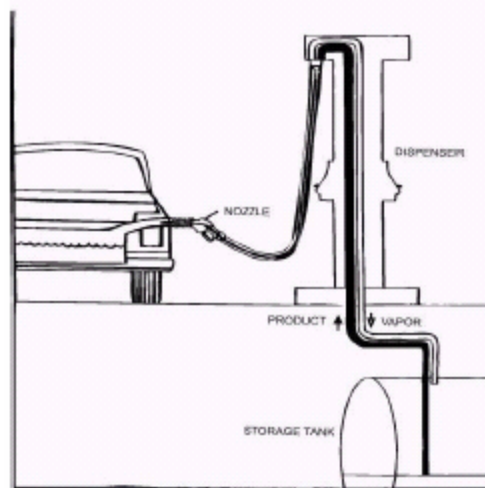
Swivels:

- Firmly attached and moves freely and no signs of leaks

Note: Treat any dispenser fuel filters, rags, or absorbent materials used to clean up dispenser spills as hazardous waste and handle accordingly, unless test proves material non-hazardous.

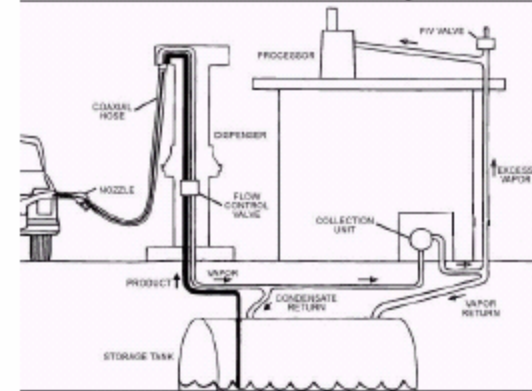
Types of Stage II Hoses & Systems & Poppets

Picture 1. Vapor Balance System



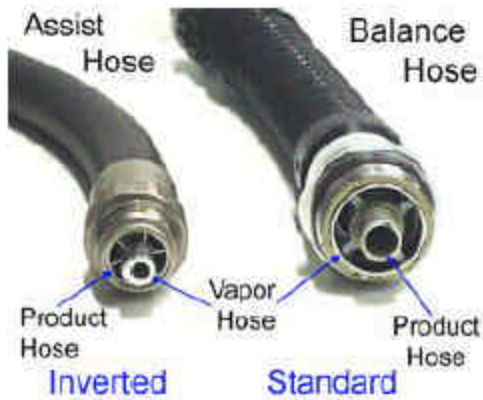
Reprinted with permission from CARB.

Picture 2. Vacuum Assist System



Reprinted with permission from CARB.

Picture 3. Vapor Recovery Hoses



Reprinted with permission from CARB.

POPPETS

CORRECT

This is an example of a properly functioning poppet



Reprinted with permission from CARB

INCORRECT

Poppet valve is stuck in down position and cap is missing.



Reprinted with permission from MD DEP

Examples of Hoses with Problems

INCORRECT

Hose is crimped and has a hole in it.



Reprinted with permission from MD DEP.

INCORRECT

Cracked hose.



Source of Photo Unknown.

INCORRECT

Abrasions present on hose.



Source of Photo Unknown

January 2007

Is the Facility Registration and Compliance Form (FRC) up to date?	YES	NO	(circle one)
Is the Training Certificate up to date for a current employee?	YES	NO	(circle one)
Do you have a copy of your most recent test results on site?	YES	NO	(circle one)

Monthly Inspections – performed last working day of each month

Inspection Point	Inspected	Repaired	Repair Logged on Maintenance Record
STAGE I VAPOR CONTROL SYSTEM* - Underground Storage Tanks			
Spill Containment Buckets Clean and Dry	Y N	Y N	Y N
Caps locked on with gaskets in place	Y N	Y N	Y N
Fill tube/adaptor not damaged or loose	Y N	Y N	Y N
Pressure Vacuum Vent installed, not damaged	Y N	Y N	Y N
STAGE II VAPOR RECOVERY SYSTEM** -- Gasoline Dispensing Equipment			
HOSE (S)			
- Hose proper length	Y N	Y N	Y N
- No kinks, flat spots, tears, or cuts	Y N	Y N	Y N
NOZZLE BELLOWS (1/4" rod test)	Y N	Y N	Y N
NOZZLE FACEPLATE/CONE			
- No tears or rips, not loose from nozzle	Y N	Y N	Y N
NOZZLE			
- Auto Shutoff working properly ***	Y N	Y N	Y N
VAPOR PROCESSING UNIT WORKING	Y N	Y N	Y N
STAGE II DECAL ON DISPENSERS	Y N	Y N	Y N

* For a description of Stage I requirements, including a daily list of inspection points see the Stage I Fact Sheet in this calendar.

**** For a description of Stage II requirements, including a daily list of inspection points see the Stage II Fact Sheet in this calendar.**

*** Some local municipal Fire Marshals require that HOLD OPEN LATCHES be removed or disabled.

I certify the monthly inspection results to be accurate: _____

Name – Print	Name- Signature	Date
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Stage I and Stage II System Maintenance Records

[illegible]



January 2007

Vapor Recovery System Compliance Calendar



S	M	T	W	T	F	S
	1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>
7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>
ISBGM Exemption Registration Due						
14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>
21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>
29 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 Daily Inspection <input type="checkbox"/>	31 Monthly Inspection Performed <input type="checkbox"/>			

February 2007

Is the Facility Registration and Compliance Form (FRC) up to date?	YES	NO	(circle one)
Is the Training Certificate up to date for a current employee?	YES	NO	(circle one)
Do you have a copy of your most recent test results on site?	YES	NO	(circle one)

Monthly Inspections – performed last working day of each month

Inspection Point	Inspected	Repaired	Repair Logged on Maintenance Record
STAGE I VAPOR CONTROL SYSTEM* - Underground Storage Tanks			
Spill Containment Buckets Clean and Dry	Y N	Y N	Y N
Caps locked on with gaskets in place	Y N	Y N	Y N
Fill tube/adaptor not damaged or loose	Y N	Y N	Y N
Pressure Vacuum Vent installed, not damaged	Y N	Y N	Y N
STAGE II VAPOR RECOVERY SYSTEM** -- Gasoline Dispensing Equipment			
HOSE (S)			
- Hose proper length	Y N	Y N	Y N
- No kinks, flat spots, tears, or cuts	Y N	Y N	Y N
NOZZLE BELLOWS (1/4" rod test)	Y N	Y N	Y N
NOZZLE FACEPLATE/CONE			
- No tears or rips, not loose from nozzle	Y N	Y N	Y N
NOZZLE			
- Auto Shutoff working properly ***	Y N	Y N	Y N
VAPOR PROCESSING UNIT WORKING	Y N	Y N	Y N
STAGE II DECAL ON DISPENSERS	Y N	Y N	Y N

* For a description of Stage I requirements, including a daily list of inspection points see the Stage I Fact Sheet in this calendar.

**** For a description of Stage II requirements, including a daily list of inspection points see the Stage II Fact Sheet in this calendar.**

*** Some local municipal Fire Marshals require that HOLD OPEN LATCHES be removed or disabled.

I certify the monthly inspection results to be accurate: _____

Name – Print	Name- Signature	Date
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Stage I and Stage II System Maintenance Records

[illegible]



February 2007

Vapor Recovery System Compliance Calendar



Virginia Small Business
Assistance Program
"Serving Business and the Environment"

S	M	T	W	T	F	S
				1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>
4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>
11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>
18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>
25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Monthly Inspection Performed <input type="checkbox"/>			

March 2007

Is the Facility Registration and Compliance Form (FRC) up to date?	YES	NO	(circle one)
Is the Training Certificate up to date for a current employee?	YES	NO	(circle one)
Do you have a copy of your most recent test results on site?	YES	NO	(circle one)

Monthly Inspections – performed last working day of each month

Inspection Point	Inspected	Repaired	Repair Logged on Maintenance Record
STAGE I VAPOR CONTROL SYSTEM* - Underground Storage Tanks			
Spill Containment Buckets Clean and Dry	Y N	Y N	Y N
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Fill tube/adapter not damaged or loose	Y N	Y N	Y N
Pressure Vacuum Vent installed, not damaged	Y N	Y N	Y N
STAGE II VAPOR RECOVERY SYSTEM** -- Gasoline Dispensing Equipment			
HOSE (S)			
- Hose proper length	Y N	Y N	Y N
- No kinks, flat spots, tears, or cuts	Y N	Y N	Y N
NOZZLE BELLOWS (1/4" rod test)	Y N	Y N	Y N
NOZZLE FACEPLATE/CONE			
- No tears or rips, not loose from nozzle	Y N	Y N	Y N
NOZZLE			
- Auto Shutoff working properly ***	Y N	Y N	Y N
VAPOR PROCESSING UNIT WORKING	Y N	Y N	Y N
STAGE II DECAL ON DISPENSERS	Y N	Y N	Y N

* For a description of Stage I requirements, including a daily list of inspection points see the Stage I Fact Sheet in this calendar.

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*** Some local municipal Fire Marshals require that HOLD OPEN LATCHES be removed or disabled.

I certify the monthly inspection results to be accurate: _____

Name – Print	Name- Signature	Date
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Stage I and Stage II System Maintenance Records

[illegible]



March 2007

Vapor Recovery System Compliance Calendar



Virginia Small Business
Assistance Program
"Serving Business and the Environment"

S	M	T	W	T	F	S
				1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>
4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>
11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>
18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>
25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 Daily Inspection <input type="checkbox"/>	31 Monthly Inspection Performed <input type="checkbox"/>

April 2007

Is the Facility Registration and Compliance Form (FRC) up to date? YES NO (circle one)

Is the Training Certificate up to date for a current employee? YES NO (circle one)

Do you have a copy of your most recent test results on site? YES NO (circle one)

Monthly Inspections – performed last working day of each month

Inspection Point	Inspected	Repaired	Repair Logged on Maintenance Record
STAGE I VAPOR CONTROL SYSTEM* - Underground Storage Tanks			
Spill Containment Buckets Clean and Dry	Y N	Y N	Y N
Caps locked on with gaskets in place	Y N	Y N	Y N
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NOZZLE BELLOWS (1/4" rod test)	Y N	Y N	Y N
NOZZLE FACEPLATE/CONE			
- No tears or rips, not loose from nozzle	Y N	Y N	Y N
NOZZLE			
- Auto Shutoff working properly ***	Y N	Y N	Y N
VAPOR PROCESSING UNIT WORKING	Y N	Y N	Y N
STAGE II DECAL ON DISPENSERS	Y N	Y N	Y N

* For a description of Stage I requirements, including a daily list of inspection points see the Stage I Fact Sheet in this calendar.

**** For a description of Stage II requirements, including a daily list of inspection points see the Stage II Fact Sheet in this calendar.**

*** Some local municipal Fire Marshals require that HOLD OPEN LATCHES be removed or disabled.

I certify the monthly inspection results to be accurate: _____

Name – Print	Name- Signature	Date
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Stage I and Stage II System Maintenance Records

[illegible]



April 2007

Vapor Recovery System Compliance Calendar



S	M	T	W	T	F	S
1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>
8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>
15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>
22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>
29 Daily Inspection <input type="checkbox"/>	30 Monthly Inspection Performed <input type="checkbox"/>					

May 2007

Is the Facility Registration and Compliance Form (FRC) up to date?	YES	NO	(circle one)
Is the Training Certificate up to date for a current employee?	YES	NO	(circle one)
Do you have a copy of your most recent test results on site?	YES	NO	(circle one)

Monthly Inspections – performed last working day of each month

Inspection Point	Inspected	Repaired	Repair Logged on Maintenance Record
STAGE I VAPOR CONTROL SYSTEM* - Underground Storage Tanks			
Spill Containment Buckets Clean and Dry	Y N	Y N	Y N
Caps locked on with gaskets in place	Y N	Y N	Y N
Fill tube/adapter not damaged or loose	Y N	Y N	Y N
Pressure Vacuum Vent installed, not damaged	Y N	Y N	Y N
STAGE II VAPOR RECOVERY SYSTEM** -- Gasoline Dispensing Equipment			
HOSE (S)			
- Hose proper length	Y N	Y N	Y N
- No kinks, flat spots, tears, or cuts	Y N	Y N	Y N
NOZZLE BELLOWS (1/4" rod test)	Y N	Y N	Y N
NOZZLE FACEPLATE/CONE			
- No tears or rips, not loose from nozzle	Y N	Y N	Y N
NOZZLE			
- Auto Shutoff working properly ***	Y N	Y N	Y N
VAPOR PROCESSING UNIT WORKING	Y N	Y N	Y N
STAGE II DECAL ON DISPENSERS	Y N	Y N	Y N

* For a description of Stage I requirements, including a daily list of inspection points see the Stage I Fact Sheet in this calendar.

****** For a description of Stage II requirements, including a daily list of inspection points see the Stage II Fact Sheet in this calendar.

*** Some local municipal Fire Marshals require that HOLD OPEN LATCHES be removed or disabled.

I certify the monthly inspection results to be accurate: _____

Name – Print	Name- Signature	Date
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Stage I and Stage II System Maintenance Records

[illegible]



May 2007

Vapor Recovery System Compliance Calendar



S	M	T	W	T	F	S
		1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>
6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>
13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>
20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>
27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 Daily Inspection <input type="checkbox"/>	31 Monthly Inspection Performed <input type="checkbox"/>		

June 2007

Is the Facility Registration and Compliance Form (FRC) up to date? YES NO (circle one)

Is the Training Certificate up to date for a current employee? YES NO (circle one)

Do you have a copy of your most recent test results on site? YES NO (circle one)

Monthly Inspections – performed last working day of each month

Inspection Point	Inspected	Repaired	Repair Logged on Maintenance Record
STAGE I VAPOR CONTROL SYSTEM* - Underground Storage Tanks			
Spill Containment Buckets Clean and Dry	Y N	Y N	Y N
Caps locked on with gaskets in place	Y N	Y N	Y N
Fill tube/adaptor not damaged or loose	Y N	Y N	Y N
Pressure Vacuum Vent installed, not damaged	Y N	Y N	Y N
STAGE II VAPOR RECOVERY SYSTEM** -- Gasoline Dispensing Equipment			
HOSE (S)			
- Hose proper length	Y N	Y N	Y N
- No kinks, flat spots, tears, or cuts	Y N	Y N	Y N
NOZZLE BELLOWS (1/4" rod test)	Y N	Y N	Y N
NOZZLE FACEPLATE/CONE			
- No tears or rips, not loose from nozzle	Y N	Y N	Y N
NOZZLE			
- Auto Shutoff working properly ***	Y N	Y N	Y N
VAPOR PROCESSING UNIT WORKING	Y N	Y N	Y N
STAGE II DECAL ON DISPENSERS	Y N	Y N	Y N

* For a description of Stage I requirements, including a daily list of inspection points see the Stage I Fact Sheet in this calendar.

**** For a description of Stage II requirements, including a daily list of inspection points see the Stage II Fact Sheet in this calendar.**

*** Some local municipal Fire Marshals require that HOLD OPEN LATCHES be removed or disabled.

I certify the monthly inspection results to be accurate: _____

Name – Print	Name- Signature	Date
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Stage I and Stage II System Maintenance Records

[illegible]



June 2007

Vapor Recovery System Compliance Calendar



S	M	T	W	T	F	S
					1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>
3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>
10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>
17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>
24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 Monthly Inspection Performed <input type="checkbox"/>

July 2007

Is the Facility Registration and Compliance Form (FRC) up to date?	YES	NO	(circle one)
Is the Training Certificate up to date for a current employee?	YES	NO	(circle one)
Do you have a copy of your most recent test results on site?	YES	NO	(circle one)

Monthly Inspections – performed last working day of each month

Inspection Point	Inspected	Repaired	Repair Logged on Maintenance Record
STAGE I VAPOR CONTROL SYSTEM* - Underground Storage Tanks			
Spill Containment Buckets Clean and Dry	Y N	Y N	Y N
Caps locked on with gaskets in place	Y N	Y N	Y N
Fill tube/adaptor not damaged or loose	Y N	Y N	Y N
Pressure Vacuum Vent installed, not damaged	Y N	Y N	Y N
STAGE II VAPOR RECOVERY SYSTEM** -- Gasoline Dispensing Equipment			
HOSE (S)			
- Hose proper length	Y N	Y N	Y N
- No kinks, flat spots, tears, or cuts	Y N	Y N	Y N
NOZZLE BELLOWS (1/4" rod test)	Y N	Y N	Y N
NOZZLE FACEPLATE/CONE			
- No tears or rips, not loose from nozzle	Y N	Y N	Y N
NOZZLE			
- Auto Shutoff working properly ***	Y N	Y N	Y N
VAPOR PROCESSING UNIT WORKING	Y N	Y N	Y N
STAGE II DECAL ON DISPENSERS	Y N	Y N	Y N

* For a description of Stage I requirements, including a daily list of inspection points see the Stage I Fact Sheet in this calendar.

**** For a description of Stage II requirements, including a daily list of inspection points see the Stage II Fact Sheet in this calendar.**

*** Some local municipal Fire Marshals require that HOLD OPEN LATCHES be removed or disabled.

I certify the monthly inspection results to be accurate: _____

Name – Print	Name- Signature	Date
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Stage I and Stage II System Maintenance Records

[illegible]



July 2007

Vapor Recovery System Compliance Calendar



Virginia Small Business
Assistance Program
“Serving Business and the Environment”

S	M	T	W	T	F	S
1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>
8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>
15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>
22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>
29 Daily Inspection <input type="checkbox"/>	30 Daily Inspection <input type="checkbox"/>	31 Monthly Inspection Done <input type="checkbox"/>				

August 2007

Is the Facility Registration and Compliance Form (FRC) up to date?	YES	NO	(circle one)
Is the Training Certificate up to date for a current employee?	YES	NO	(circle one)
Do you have a copy of your most recent test results on site?	YES	NO	(circle one)

Monthly Inspections – performed last working day of each month

Inspection Point	Inspected	Repaired	Repair Logged on Maintenance Record
STAGE I VAPOR CONTROL SYSTEM* - Underground Storage Tanks			
Spill Containment Buckets Clean and Dry	Y N	Y N	Y N
Caps locked on with gaskets in place	Y N	Y N	Y N
Fill tube/adaptor not damaged or loose	Y N	Y N	Y N
Pressure Vacuum Vent installed, not damaged	Y N	Y N	Y N
STAGE II VAPOR RECOVERY SYSTEM** -- Gasoline Dispensing Equipment			
HOSE (S)			
- Hose proper length	Y N	Y N	Y N
- No kinks, flat spots, tears, or cuts	Y N	Y N	Y N
NOZZLE BELLOWS (1/4" rod test)	Y N	Y N	Y N
NOZZLE FACEPLATE/CONE			
- No tears or rips, not loose from nozzle	Y N	Y N	Y N
NOZZLE			
- Auto Shutoff working properly ***	Y N	Y N	Y N
VAPOR PROCESSING UNIT WORKING	Y N	Y N	Y N
STAGE II DECAL ON DISPENSERS	Y N	Y N	Y N

* For a description of Stage I requirements, including a daily list of inspection points see the Stage I Fact Sheet in this calendar.

****** For a description of Stage II requirements, including a daily list of inspection points see the Stage II Fact Sheet in this calendar.

*** Some local municipal Fire Marshals require that HOLD OPEN LATCHES be removed or disabled.

I certify the monthly inspection results to be accurate: _____

Name – Print	Name- Signature	Date
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Stage I and Stage II System Maintenance Records

[illegible]



August 2007

Vapor Recovery System Compliance Calendar



Virginia Small Business
Assistance Program
“Serving Business and the Environment”

S	M	T	W	T	F	S
			1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>
5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>
12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>
19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>
26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 Daily Inspection <input type="checkbox"/>	31 Monthly Inspection Performed <input type="checkbox"/>	

September 2007

Is the Facility Registration and Compliance Form (FRC) up to date?	YES	NO	(circle one)
Is the Training Certificate up to date for a current employee?	YES	NO	(circle one)
Do you have a copy of your most recent test results on site?	YES	NO	(circle one)

Monthly Inspections – performed last working day of each month

Inspection Point	Inspected	Repaired	Repair Logged on Maintenance Record
STAGE I VAPOR CONTROL SYSTEM* - Underground Storage Tanks			
Spill Containment Buckets Clean and Dry	Y N	Y N	Y N
Caps locked on with gaskets in place	Y N	Y N	Y N
Fill tube/adaptor not damaged or loose	Y N	Y N	Y N
Pressure Vacuum Vent installed, not damaged	Y N	Y N	Y N
STAGE II VAPOR RECOVERY SYSTEM** -- Gasoline Dispensing Equipment			
HOSE (S)			
- Hose proper length	Y N	Y N	Y N
- No kinks, flat spots, tears, or cuts	Y N	Y N	Y N
NOZZLE BELLOWS (1/4" rod test)	Y N	Y N	Y N
NOZZLE FACEPLATE/CONE			
- No tears or rips, not loose from nozzle	Y N	Y N	Y N
NOZZLE			
- Auto Shutoff working properly ***	Y N	Y N	Y N
VAPOR PROCESSING UNIT WORKING	Y N	Y N	Y N
STAGE II DECAL ON DISPENSERS	Y N	Y N	Y N

* For a description of Stage I requirements, including a daily list of inspection points see the Stage I Fact Sheet in this calendar.

****** For a description of Stage II requirements, including a daily list of inspection points see the Stage II Fact Sheet in this calendar.

*** Some local municipal Fire Marshals require that HOLD OPEN LATCHES be removed or disabled.

I certify the monthly inspection results to be accurate: _____

Name – Print	Name- Signature	Date
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Stage I and Stage II System Maintenance Records

[illegible]

October 2007

Is the Facility Registration and Compliance Form (FRC) up to date?	YES	NO	(circle one)
Is the Training Certificate up to date for a current employee?	YES	NO	(circle one)
Do you have a copy of your most recent test results on site?	YES	NO	(circle one)

Monthly Inspections – performed last working day of each month

Inspection Point	Inspected	Repaired	Repair Logged on Maintenance Record
STAGE I VAPOR CONTROL SYSTEM* - Underground Storage Tanks			
Spill Containment Buckets Clean and Dry	Y N	Y N	Y N
Caps locked on with gaskets in place	Y N	Y N	Y N
Fill tube/adaptor not damaged or loose	Y N	Y N	Y N
Pressure Vacuum Vent installed, not damaged	Y N	Y N	Y N
STAGE II VAPOR RECOVERY SYSTEM** -- Gasoline Dispensing Equipment			
HOSE (S)			
- Hose proper length	Y N	Y N	Y N
- No kinks, flat spots, tears, or cuts	Y N	Y N	Y N
NOZZLE BELLOWS (1/4" rod test)	Y N	Y N	Y N
NOZZLE FACEPLATE/CONE			
- No tears or rips, not loose from nozzle	Y N	Y N	Y N
NOZZLE			
- Auto Shutoff working properly ***	Y N	Y N	Y N
VAPOR PROCESSING UNIT WORKING	Y N	Y N	Y N
STAGE II DECAL ON DISPENSERS	Y N	Y N	Y N

* For a description of Stage I requirements, including a daily list of inspection points see the Stage I Fact Sheet in this calendar.

**** For a description of Stage II requirements, including a daily list of inspection points see the Stage II Fact Sheet in this calendar.**

*** Some local municipal Fire Marshals require that HOLD OPEN LATCHES be removed or disabled.

I certify the monthly inspection results to be accurate: _____

Name – Print	Name- Signature	Date
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Stage I and Stage II System Maintenance Records

[illegible]



October 2007

Vapor Recovery System Compliance Calendar



Virginia Small Business
Assistance Program
“Serving Business and the Environment”

S	M	T	W	T	F	S
	1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>
7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>
14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>
21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>
28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 Daily Inspection <input type="checkbox"/>	31 Monthly Inspection Performed <input type="checkbox"/>			

November 2007

Is the Facility Registration and Compliance Form (FRC) up to date?	YES	NO	(circle one)
Is the Training Certificate up to date for a current employee?	YES	NO	(circle one)
Do you have a copy of your most recent test results on site?	YES	NO	(circle one)

Monthly Inspections – performed last working day of each month

Inspection Point	Inspected	Repaired	Repair Logged on Maintenance Record
STAGE I VAPOR CONTROL SYSTEM* - Underground Storage Tanks			
Spill Containment Buckets Clean and Dry	Y N	Y N	Y N
Caps locked on with gaskets in place	Y N	Y N	Y N
Fill tube/adaptor not damaged or loose	Y N	Y N	Y N
Pressure Vacuum Vent installed, not damaged	Y N	Y N	Y N
STAGE II VAPOR RECOVERY SYSTEM** -- Gasoline Dispensing Equipment			
HOSE (S)			
- Hose proper length	Y N	Y N	Y N
- No kinks, flat spots, tears, or cuts	Y N	Y N	Y N
NOZZLE BELLOWS (1/4" rod test)	Y N	Y N	Y N
NOZZLE FACEPLATE/CONE			
- No tears or rips, not loose from nozzle	Y N	Y N	Y N
NOZZLE			
- Auto Shutoff working properly ***	Y N	Y N	Y N
VAPOR PROCESSING UNIT WORKING	Y N	Y N	Y N
STAGE II DECAL ON DISPENSERS	Y N	Y N	Y N

* For a description of Stage I requirements, including a daily list of inspection points see the Stage I Fact Sheet in this calendar.

****** For a description of Stage II requirements, including a daily list of inspection points see the Stage II Fact Sheet in this calendar.

*** Some local municipal Fire Marshals require that HOLD OPEN LATCHES be removed or disabled.

I certify the monthly inspection results to be accurate: _____

Name – Print	Name- Signature	Date
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Stage I and Stage II System Maintenance Records

[illegible]



November 2007

Vapor Recovery System Compliance Calendar



Virginia Small Business
Assistance Program
"Serving Business and the Environment"

S	M	T	W	T	F	S
				1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>
4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>
11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>
18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>
25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 Monthly Inspection Performed <input type="checkbox"/>	

December 2007

Is the Facility Registration and Compliance Form (FRC) up to date?	YES	NO	(circle one)
Is the Training Certificate up to date for a current employee?	YES	NO	(circle one)
Do you have a copy of your most recent test results on site?	YES	NO	(circle one)

Monthly Inspections – performed last working day of each month

Inspection Point	Inspected	Repaired	Repair Logged on Maintenance Record
STAGE I VAPOR CONTROL SYSTEM* - Underground Storage Tanks			
Spill Containment Buckets Clean and Dry	Y N	Y N	Y N
Caps locked on with gaskets in place	Y N	Y N	Y N
Fill tube/adapter not damaged or loose	Y N	Y N	Y N
Pressure Vacuum Vent installed, not damaged	Y N	Y N	Y N
STAGE II VAPOR RECOVERY SYSTEM** -- Gasoline Dispensing Equipment			
HOSE (S)			
- Hose proper length	Y N	Y N	Y N
- No kinks, flat spots, tears, or cuts	Y N	Y N	Y N
NOZZLE BELLOWS (1/4" rod test)	Y N	Y N	Y N
NOZZLE FACEPLATE/CONE			
- No tears or rips, not loose from nozzle	Y N	Y N	Y N
NOZZLE			
- Auto Shutoff working properly ***	Y N	Y N	Y N
VAPOR PROCESSING UNIT WORKING	Y N	Y N	Y N
STAGE II DECAL ON DISPENSERS	Y N	Y N	Y N

* For a description of Stage I requirements, including a daily list of inspection points see the Stage I Fact Sheet in this calendar.

**** For a description of Stage II requirements, including a daily list of inspection points see the Stage II Fact Sheet in this calendar.**

*** Some local municipal Fire Marshals require that HOLD OPEN LATCHES be removed or disabled.

I certify the monthly inspection results to be accurate: _____

Name – Print	Name- Signature	Date
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Stage I and Stage II System Maintenance Records

[illegible]



December 2007

Vapor Recovery System Compliance Calendar



S	M	T	W	T	F	S
						1 Daily Inspection <input type="checkbox"/>
2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>
9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>
16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>
23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>
30 Daily Inspection <input type="checkbox"/>	31 Monthly Inspection Done <input type="checkbox"/>					

Small Business Internet Resources

State Sites



VA DEQ Vapor Recovery Regulations: <http://www.deq.virginia.gov/air/pdf/airregs/437.pdf>
Emission Standards for Petroleum Liquid Storage and Transfer Operations (Rule 4-37)



VA DEQ Small Business Assistance Program: <http://www.deq.virginia.gov/osba/>
Free and confidential technical assistance on air quality and related environmental requirements



VA Department of Business Assistance: <http://www.dba.virginia.gov/smdev>
Economic development agency devoted to the growth and success of the Commonwealth's business community



California Air Resource Board (CARB): <http://www.arb.ca.gov/vapor/eo-PhaseII.htm>
Vapor Recovery Certification Phase II Executive Orders

US EPA Sites



Small Business Environmental Home Page: <http://smallbiz-enviroweb.org>
Web site designed to help small business access environmental compliance and pollution prevention information



Stage I & II Guidance: http://www.epa.gov/ttn/chief/eiip/techreport/volume03/iii11_apr2001.pdf
Gasoline Marketing (Stage I and Stage II) - one of a series of documents developed to provide cost-effective, reliable and consistent approaches to estimating emissions for area source inventories



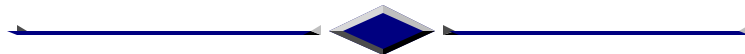
Region III Small Business Assistance Center: <http://www.epa.gov/region03/sbac/index.htm>
As a non-regulatory office, the BAC offers convenient answers to help smaller companies cut through the red tape of regulatory requirements, explore new options to eliminate waste and improve competitiveness.

Regional and Central Office Contact Information

Gasoline Vapor Recovery Program Contacts Small Business Assistance Program (SBAP) Contacts

<u>Contact Person</u>	<u>Office</u>	<u>Location</u>	<u>Telephone #</u>
Air Compliance Manager	Northern Virginia Regional Office	Woodbridge	(703) 583-3800
Air Compliance Manager	Piedmont Regional Office	Richmond	(804) 527-5020
Richard Rasmussen	Central Office, SBAP Manager	Richmond	(804) 698-4394

Small Business Assistance Program
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Underground Storage Tank Fact Sheet

Why are the USEPA and Virginia regulating Underground Storage Tanks (USTs)?

Underground storage tanks are regulated to protect the environment (soil, ground water and surface water) from being contaminated by releases. Federal and state regulations require tank owners/operators to install upgraded tanks, maintain the tanks and follow certain procedures. Until the mid-1980s, most USTs and piping were made of bare steel, which is likely to corrode over time and allow UST contents to leak into the environment. Faulty installation or inadequate operating and maintenance procedures also can cause USTs to release their contents into the environment. Releases have also been caused by leaks, spills, and overfills from UST systems.

Today in Virginia there are approximately 30,000 active USTs, at approximately 11,000 facilities. Gasoline or other hazardous substance, leaking from service stations, is one of the most common sources of groundwater pollution. The leaking material seeps into the soil and contaminates the groundwater. Approximately one-half of the population of the United States relies on groundwater as their source of drinking water. Groundwater pollution is a serious problem. Approximately 9700 releases have been documented in Virginia since the Underground Storage Tank Program began. Each one of these releases had the potential to affect drinking water supplies. Many municipal and private wells have had to be shut down as the result of contamination caused by releases from UST systems. In addition, fumes and vapors from releases can travel beneath the ground and collect in areas such as basements, utility vaults, and parking garages where they can pose a serious threat of explosion, fire, and asphyxiation or other adverse health effects.

Prevention and clean up of releases are the two primary goals of the programs that regulate USTs. Cleaning up petroleum releases is difficult and usually expensive; it is much easier and less costly to prevent releases before they happen. The old adage of "*an ounce of prevention being worth a pound of cure*" is particularly relevant to UST systems.

This calendar and its supplemental section(s) are intended to assist a tank owner/operator to properly operate and maintain the tanks and meet other requirements associated with these tanks.

Does this apply to you – is your business affected?

The following USTs do not need to meet federal/state requirements for USTs:

- Farm and residential tanks of 1,100 gallons or less capacity holding motor fuel used for noncommercial purposes;
- Tanks storing heating oil used on the premises where it is stored;
- Tanks on or above the floor of underground areas, such as basements or tunnels;
- Septic tanks and systems for collecting storm water and wastewater;
- Flow-through process tanks;
- Tanks of 110 gallons or less capacity; and
- Emergency spill and overfill tanks that are emptied. [emptied within 24 hours of capturing the product]

Tank Information

Tank Capacity (Gallons)										
Substance stored (if hazardous, include CERCLA name and/or CAS number)										
Material of Construction (v all that apply)	Tank	Piping	Tank	Piping	Tank	Piping	Tank	Piping	Tank	Piping
Fiberglass Reinforced Plastic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coated and Cathodically Protected/ST-IP3®	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Double Walled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impressed Current System Steel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Composite (Steel Clad with Fiberglass)/ACT 100 ®	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Lined Interior	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Polyethylene Tank Jacket	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Concrete	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Excavation Liner	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Asphalt Coated or Bare Steel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Containment		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Polyflexible piping		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Galvanized Steel		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Other (specify)										
Has tank/piping been repaired?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Piping Type	Tank	Piping	Tank	Piping	Tank	Piping	Tank	Piping	Tank	Piping
Safe Suction (No Check Valve at Tank)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
U.S. Suction (Check Valve at Tank)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Pressure		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Gravity Fed		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

UST Compliance Requirements Fact Sheet

UST Basic Compliance Requirements

- ___ Yes ___ No 1. Is/are the tank(s) **registered**?
- ___ Yes ___ No 2. Is the facility in **compliance with the 1998 UST upgrade requirements**?
- ___ Yes ___ No Do you have **spill protection** (spill containment provisions at the fill pipe)?
- ___ Yes ___ No Do you have **overfill protection**
- ___ Yes ___ No Do you have **corrosion protection** for the tank(s), and piping?
- ___ Yes ___ No 3. Does the facility have **release "Leak" protection** for tanks and pipes?
- ___ Yes ___ No Do you have the Monthly Monitoring/inspection Records available?
- ___ Yes ___ No 4. Does the facility meet the **financial responsibility** requirements?
- ___ Yes ___ No 3. Are there any tanks not in use/closed?
- If there are tanks no longer in use, have they been properly closed (physical closure, permits, etc.)?**

UST Recommended Best Management Practice

1. Conduct and Record a monthly walk-through inspection (sample in Appendix).

UST Required Records

1. **Release "Leak" detection** – performance and maintenance:
 - Most recent 12 months of monitoring results and most recent tightness test results. [If applicable]
 - Copies of performance claims from leak detection manufacturers.
 - Records of maintenance, repair and calibration of on-site leak detection equipment.
2. Records showing required inspections and test of **corrosion protection** system. [If applicable.]
3. Records showing that **repaired or upgraded UST system** was properly repaired or upgraded.
4. At least 3 years after closing UST, must keep records of site assessment results required for permanent **closure**.
5. Must have records documenting **financial responsibility**.

UST Compliance Requirements Fact Sheet

All tanks today must meet new tank standards. Tanks installed prior to December 22, 1988 were considered existing tanks. All tanks installed after December 22, 1988 are considered new tanks.

Requirements for Release "Leak" Detection

New Tanks / Existing Tanks

Monthly Monitoring^①

Monthly Monitoring includes monitoring the integrity of the space between the tank walls - double wall tank (Interstitial) or the tank and secondary containment barrier monitoring; Automatic Tank Gauging; Vapor Monitoring; Groundwater Monitoring; Statistical Inventory Reconciliation; and other methods approved by DEQ.)

Or

Inventory Control and a Tank Tightness Test^②

Option only for 10 years after tank installation or after adding corrosion protection on existing tanks.^③

New & Existing Pressurized Piping

Must have an Automatic Line Leak Detector (Shutoff Flow Restrictor, or Continuous Alarm)

And you must perform either:

Monthly Monitoring (except Automatic Tank Gauging. Note: Automatic Tank Gauging does not check line pressure)

Or

Annual Line Tightness Test

New & Existing Suction Piping

No Requirements for certain types of suction systems (those that have a single check valve at the dispenser and a line slope back to tank that meets technical specifications)

Or you must perform

Line Tightness testing every 3 years

Or you must perform

Monthly Monitoring (except Automatic Tank Gauging. Note: Automatic Tank Gauging does not check line pressure)

UST Compliance Requirements Fact Sheet

Requirements for Spill & Overfill Protection

All Tanks ^④

Must Have Spill Protection = Catchment Basins (spill buckets)

And must have

Overfill Protection = Either

Automatic Shutoff Device

Or

Overfill Alarm

Or

Ball Float Valve

Requirements for Corrosion Protection

New Tanks / Existing Tanks

Must Have a Fiberglass Reinforced Plastic (FRP) Tank (no corrosion protection testing required)

Or

Must have a Steel Tank Clad with FRP - "Composite Tank" (no testing required)

Or

Must have a Coated and Cathodically Protected Steel Tank (corrosion protection testing required every 3 years)

Existing Tanks - Additional Options

Must Have a Cathodically Protected Steel Tank (corrosion protection testing required every 3 years)

Or

Must install a Tank Interior Lining (lining must be inspected after 10 years and every 5 years thereafter)

Or

Must Install a Tank Interior Lining and Cathodic Protection

Requirements for Corrosion Protection Cont'd

New / Existing Piping

Must use Fiberglass Reinforced Plastic (FRP)

Or

Must use Coated and Cathodically Protected Steel

Or

Must use Another Approved Material (ie. flexible pipe)

Existing piping additional option:

Use Cathodically Protected Steel

Footnotes:

- ① Monthly Monitoring Includes: Interstitial Monitoring; Automatic Tank Gauging; Vapor Monitoring; Groundwater Monitoring; Statistical Inventory Reconciliation; and other methods approved by the regulatory authority.
- ② The Tank Tightness Test can be performed by a certified contractor. In Virginia the contractor can self certify or seek third party certification. In the UST RESOURCES section, you will find a website that provides a listing of third party certified contractors.
- ③ Tanks 2,000 gallons and smaller may be able to use manual tank gauging (stick measure).
- ④ Spill and Overfill protection does not apply to tanks that are filled with 25 gallons or less of a liquid at one time.

ALERT - OWNERS of PRE-1985 FIBERGLASS TANKS Voluntary ACTIVITY to PREVENT TANK FAILURES

Fiberglass tanks that were manufactured and installed prior to 1985 have occasionally resulted in releases of massive quantities of fuel and significant environmental damage in Virginia. Many of these older tanks did not have protective “strike plates” or “deflection plates” under all openings (or a designated fill opening) as UL standards recommend. These older fiberglass tanks are subject to punctures from the repetitive insertion of the inventory stick.

Using a strong magnet on a stick/string you can easily determine if your tank's bottom already contains a metal strike plate under the fill opening. Several vendors provide low cost easy to install devices that fit in the drop tube to protect the tank bottom. It is anticipated that a release from an unprotected tank due to penetration of the tank bottom by inventory sticking may be considered negligence on the part of the owner and would disqualify the release from cleanup reimbursement from the Petroleum Storage Tank Fund.

UST RESOURCES

Internet Resources

VA DEQ Petroleum Program Underground Storage Tanks: <http://www.deq.state.va.us/tanks/stortnks.html>

- Remediation Files in the Download Library: <http://www.deq.virginia.gov/tanks/dwnllib.html>
 - **The Technical Manual to the VIRGINIA DEQ Storage Tank Program** (PDF or Word Formats)
 - **The Appendices to the Technical Manual to the VIRGINIA DEQ Storage Tank Program** (PDF or Word Formats)

US EPA Office of Underground Storage Tanks (OSWER): <http://www.epa.gov/swerust1/index.htm>

- OUST Publications: <http://www.epa.gov/swerust1/pubs/index.htm>
 - **Catalog of EPA Materials on Underground Storage Tanks** (EPA-510-B-00-001), January 2000
 - **Musts for USTs: A Summary of the Federal Regulations for Underground Storage Tank Systems** (EPA 510-K-95-002),
 - **Operating and Maintaining Underground Storage Tank Systems: Practical Help and Checklists** (EPA 510-B-00-008), August 2000.
 - **Underground Storage Tanks: Requirements and Options.** (EPA 510-F-97-005), June 1997

UST Regional Contacts

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Tidewater	Dave Borton, Remediation Program Manager	757.518.2118	Tom Madigan, Tank Compliance Supervisor	757.518.2115
South Central	Michael Sexton, Remediation Program Manager	434.582.6233	Stephanie Bowman, Tank Compliance Supervisor	434.582.6208
West Central	Bruce Davidson, Remediation Program Manager	540.562.6797	Tim Petrie, Tank Compliance Supervisor	540.562.6794
Valley	Mac Sterrett, Remediation Program Manager	540.574.7835	David Robinett, Tank Compliance Supervisor	540.574.7862
Southwest	Dan Manweiler, Remediation Program Manager	276.676.4837	Richard Shortridge, Tank Compliance Supervisor	276.676.4872

Frequent Walk-Through Inspections

A Best Management Practice (BMP)

At least monthly, you should conduct basic walk-through inspections of your facility to make sure that your essential equipment is working properly and that you have release response supplies on hand.

These inspections need not be thorough, but they can provide a quick overview of what you can do. You might think of this level of inspection as sort of like the dashboard indicators we respond to in our automobiles that provide us with status warnings like “low battery.”

Quickly check at least the following:

- **Release Detection System:** Is your release detection equipment working properly? For example, did you run a quick “self-test” of the ATG to verify it’s working properly? Or did you check your manual dip stick to make sure it’s not warped or worn?
- **Spill Buckets:** Are spill buckets clean, empty, and in good shape?
- **Overfill Alarm (if you have one):** Is your overfill alarm working and easily seen or heard?
- **Impressed Current Cathodic Protection System (if you have one):** Is your cathodic protection system turned on? Are you checking your rectifier at least every 60 days?
- **Fill and Monitoring Ports:** Are covers and caps tightly sealed and locked?
- **Spill and Overfill Response Supplies:** o you have the appropriate supplies for cleaning up a spill or overfill?

Good UST site management should also include the following quick visual checks, in addition to the above:

- **Dispenser Hoses, Nozzles, and Breakaways:** Are they in good condition and working properly?
- **Dispenser and Dispenser Sumps:** Any signs of leaking? Are the sumps clean and empty?
- **Piping Sumps:** Any signs of leaking? Are the sumps clean and empty?

What to do if you find any problems during the inspection?

YOU or your UST contractor need to take action quickly to resolve the problems and avoid serious releases!

A frequent walk-through checklist is provided for your use on the next page.

✓ Frequent Walk-Through Inspection Checklist

Date of Inspection												
Release Detection System: Inspect for proper operation.												
Spill Buckets: Ensure spill buckets are clean and empty.												
Overfill Alarm: Inspect for proper operation. Can a delivery person hear or see the alarm when it alarms?												
Impressed Current System: Inspect for proper operation.												
Fill and Monitoring Ports: Inspect all fill/monitoring ports and other access points to make sure that the covers and caps are tightly sealed and locked.												
Spill and Overfill Response Supplies: Inventory and inspect the emergency spill response supplies. If the supplies are low, restock the supplies. Inspect supplies for deterioration and improper functioning.												
Dispenser Hoses, Nozzles, and Breakaways: Inspect for loose fittings, deterioration, obvious signs of leakage, and improper functioning.												
Dispenser and Dispenser Sumps: Open each dispenser and inspect all visible piping, fittings, and couplings for any signs of leakage. If any water or product is present, remove it and dispose of it properly. Remove any debris from the sump.												
Piping Sumps: Inspect all visible piping, fittings, and couplings for any signs of leakage. If any water or product is present, remove it and dispose of it properly. Remove any debris from the sump.												

Put your initials in each box below the date of the inspection.
This indicates that the device/system was inspected and OK on that date.

Forms & Certificates & Labels

Sample Label

FRC Form

Training Certificate

Most Recent Test Results - Test every 5 years

Copy of Repair and Purchase Orders and Parts Receipts (Keep for 2 years)